

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Valley View Clubhouse

March 14, 2018

6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Ron Roberts, R. Jack Clapp, John Doty, Dick Wunderlich participation by cell phone.

Board trustee absent: Fred Nelson, excused {out of state}.

Staff: Fire Chief Gordon R. Gieser, Finance Officer Bonnie M. Manicke.

Guests/Visitors: Kelly Gieser, Lee Manicke, Alison Meslin, Cynthia Waterman, Frank Galiardo, John Dark, Donna Benson, and Michael Hingiss.

Call to Order {00:05} - Vice-Chair Roberts opened the meeting with the Pledge of Allegiance. The March meeting is the initial meeting in the Valley View community. The board appreciates the opportunity to meet with the area residents. Public participation is recognized by raising your hand and stating your name for the record.

Minutes February 14, 2018 {01:12} – Trustee Clapp questioned the VFIS increase in the liability insurance premium on page 3 stating the following sentence. Three percent of the premium increase will be picked up by Arlee and Polson Rural. Chief Gieser verified the bottom line anticipated increase is \$500.00 due to the district's insurance claims for damaged radios and responder accidents. **Trustee Clapp motion accept February 14, 2018 minutes by striking the following sentence: ~~Three percent of the premium increase will be picked up by Arlee and Polson Rural.~~ Trustee Doty second. Motion passed unanimously by voice vote.**

Communications {06:33} - Katie Harding, Lake County Election Administrator provided a notice of special district election. The following candidates filed for the two open positions on the Polson Rural Fire District Board R. Jack Clapp, Fred Nelson, Elizabeth Hoel, Paul Laisy, and Joe Stark. Mail ballots will be mailed April 18, 2018 with election day May 8, 2018.

Claims {08:20} – No discussion. **Trustee Clapp motion to pay the claims Trustee Doty second. Motion passed unanimously by voice vote.**

TREASURY REPORT FOR MONTH ENDING FEBRUARY 28, 2018 {09:36} –

FUND # 7245 Operating Fund	\$ 134,095.53
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 63,668.75
FUND # 7246 Capital Improvement Fund	\$ 116,057.72
FUND # 7243 Voted Levy Operating Fund {transition fund}	\$ 7.51

Check numbers 6779 – 6798, both inclusive issued 3/14/18 \$ 5,704.57
Represents February, 2018 claims

Public Safety:

Fire Chief payroll 2/02 and 2/16, 2018 (gross)	\$2,923.08
Employer expense match SS & Medicare	\$ 223.62
Quick books processing fee	\$ 3.50
Employer expense UIT	\$ 21.92

Deposit to Fund #7245 Operating Fund:

02/15/18 Receipt #A101-106611 MPERA supplemental insurance \$ 450.00
\$150.00 per rural station – Station 1 Fairgrounds,
Station 2 Big Arm, and Station 3 Irvine Flats

Annual Financial Report FY 2017 – Bonnie submitted the Polson Rural Fire District Annual Report to the Montana State Department of Administration for the year ending June 30, 2017. The report was filed during the grace period prior to March 1, 2018. Summary report indicates total revenue \$237,351.08; total expenditures \$164,028.76; debt service payments Fairgrounds Station No. 1 \$22,845.84, Command Vehicle #300 \$5,817.50; general fixed assets - buildings \$281,906, machinery \$1,076,133. Capital assets are booked at amounts \$5,000 or greater. The capital assets schedule does not include loose equipment – SCBA, radios, pagers, hose, tools, etc. The annual resources were less than \$750,000, therefore no filing fee is due and an audit is not required.

DNRC funds included in operating fund balance -Trustee Clapp noted the operating fund current cash balance \$134,000+ includes \$85,000+ of DNRC wildland revenue designated for various projects. Moving forward it would be helpful to segregate the DNRC revenue and expenditures. Chief Gieser commented the funds are identified for specific projects and expenditures are line item coded to the project. A year end amended budget will be necessary. Trustee Clapp suggested a meeting to review the allocations. **Trustee Clapp motion to accept the treasury report. Trustee Doty second. Motion passed unanimously by voice vote.**

CHIEF'S REPORT {17:40} – Chief Gieser presented a report from the past reporting period to March 12th.

Response: 1. Mutual aid Polson City Fire; 2. Fire alarm 43400 Painted Horse Lane; 3. Fire alarm 37181 Turtle Lake Loop; 4. Motor vehicle accident Back Road and Eli Gap Road; 5. Motor vehicle accident mm 75 Highway 93; 6. Ambulance assist 42744 Valley View Road; 7. Mutual aid Finley Point fire canceled enroute; 8. Smell of gas 32425 Sunrise Drive; 9. Motor vehicle accident Highway 93 & Bay Point Road

Administration: Truck committee meeting concerning work on WT-310, frame is cleaned out; Completed tax exempt fuel certificate for WEX, the district's fuel supplier; Workers compensation audit may reduce the premium. Specifically workers compensation tracks the volunteers by the month rather than a full year reporting period which will reduce the premium cost.; Ice rescue training; ICS 300 class; Reviewed Big Arm RV park information. The RV location is above the Big Arm Fire Station on 7th Street. Capt. Hoel and Lt. Sago will attend the Lake County Planning Department information meeting this evening. Participated in Polson City Fire officer assessment panel. Attended court appearance.

Repair & Maintenance: WT-319 replace compartment door lift struts, repair coolant leak; E-318 replace coolant level sensor and valve cover oil cap; WT-310 remove remaining brake air tank and pipe to new location; E-314 replace #1 battery, repair front grill guard.

Trustee Clapp commented it is important to recognize Chief Gieser's ability to repair and maintain the apparatus which provides a huge savings for the district. Additionally Vice-chair Roberts commented Chief Gieser has welding skills.

MEMBERSHIP REPORT {23:42} – Michael Hingiss, Membership President reported the membership purchased an identification card printer. The ID cards are for staff and volunteers access to the station. The membership contacted the auto race track to provide standby services again this year. The membership also plans to purchase struts. The board appreciates the efforts of the membership. Ag Field Day involving local school children is scheduled the first Thursday and Friday in May at the Fairgrounds arena. The district will provide standby wildland trucks for dust control.

Old Business:

UPDATE ADDITIONAL STATION TO SOUTH {25:51} – Chief Gieser reviewed the station location map identifying 227 calls in 2017. Trustee Wunderlich questioned the availability of volunteers to respond during the day and also at night. The response factor should be entered into the equation. Chief Gieser commented south hills area currently has seven volunteers to respond. The Rocky Point suggested location currently has two volunteers to respond. The two locations to consider are north and south. District operation analysis would suggest the south location due to running apparatus and private vehicles through the municipality. Trustee Clapp commented station location could attract new volunteers. The board should begin to consider building a station at this time or perhaps in 2019. Funds are available. A decision to explore a design, request bids, and contact builders are the initial steps. Perhaps the decision may be to discuss proposals for the next nine months, and proceed in the spring 2019. The fire station is a two fold benefit to the community. The station apparatus in a location accessible to other parts of the community may result in a reduction in property insurance premiums. The district does not have sufficient space to house equipment. The board needs to move forward with a decision. Vice-chair Roberts indicated a number of land options are available. Trustee Clapp suggested the board request Chief Gieser to do a physical survey of the two locations available to the district. The locations are the Knife River - county property, and tribal property on Ford Road. The board should also consider placing wildland equipment in Valley View. Trustee Wunderlich suggested the board appoint a committee consisting of two people from the department, and two residents from each area being analyzed for a station location. Chief Gieser suggested to proceed with a rough building dimension, solicit cost estimates, and a projected time line to complete the station. Alison Meslin suggested a population analysis in the station location area. A population analysis a few years ago indicated 400 residents in the Valley View area and Valley View School currently has 28 students. Chief Gieser commented the equation should include a per-capita ratio and the ISO component of five road miles to a station. Chief Gieser requested the board authorize a legal advertisement for the cost estimate. **Trustee Clapp motion to direct the chief to seek cost proposals predicated upon what he feels would be two bays for four apparatus spaces with a shop bay available. Trustee Doty second. Motion passed unanimously by voice vote.**

UPDATE ON STATION 1 SIGN {43:50} - No new information.

GRANT APPLICATION {44:29} - Chief Gieser reported the grant application was submitted by Nittany Grantworks for replacement of SCBA equipment. The grant is a 50/50 share with Polson

City. The rural share of the Assistance to Firefighters initial fee for grant writing service is \$875.00. As a comparison, Grant Masters initial fee quoted was \$2,000 split with Polson City.

UPDATE WILD HORSE RV RESORT MAJOR SUBDIVISION {45:29} – Chief Gieser reported the Lake County Planning Board initial information meeting is scheduled this evening at 7:00 p.m. The proposed RV resort is located at 7th Street in Big Arm above the fire station.

UPDATE AWARDS BANQUET {53:07} - Michael Hingiss reported the membership Awards Banquet is scheduled for Saturday, April 7, 7:00 p.m. at the Red Lion in the Grand Ballroom with Mackenzie River Pizza catering the event. The Red Lion provided a generous discount. The membership is covering the cost of the banquet. In the absence of Chair Nelson, Trustee Clapp requested the board consider a District Award of Appreciation to an individual who made a contribution to better the district. Michael Hingiss requested a Lifetime Achievement Award for Steve Stanley. Last year contributions by the trustees paid for the awards.

UPDATE MILL LEVY {49:51} – Vice-chair Roberts reported the committee is in recess. Committee meetings will resume in 2018 prior to the 2019 sunset of the current 5-mill voted levy. Trustee Clapp commented a renewal of the existing mill levy with perhaps a mill or two increase will be considered. The public will be advised when the committee meetings resume.

New Business:

CAMPAIGN ISSUE {51:37} - Trustee Wunderlich: I plan to support people running for the board this time and I have contacted Deputy Lake County Attorney Wally Congdon to be sure there is no conflict. Mr. Congdon advised trustees supporting candidates should not indicate an affiliation as a board member in political advertisements or other media releases.

Public input on non-agenda items: {52:30} - None.

ADJOURN: {52:38} – Trustee Clapp motion to adjourn. Trustee Doty second. Motion passed unanimously by voice vote.

ADJOURN: 6:52 p.m.

Next regular scheduled meeting April 11, 2018, 6:00 p.m. at the Big Arm Fire Station No. 2


Ron Roberts, Vice-chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

561851

AGENDA

Polson Rural Fire District Trustees Monthly Meeting

WEDNESDAY MARCH 14, 2018 6:00 p.m.

NOTE ALTERNATE LOCATION

Valley View Clubhouse – 20762 Valley View Rd – Polson

Station 1 Phone 406 883 4244

Website lakemt.gov/prfd

Trustee Meeting Includes:

Public comment by raising your hand

Review minutes – February 14, 2018 - Bonnie

Communications - Bonnie

Review & Approve Claims - Chief Gieser & Bonnie

Treasurer's Report - Bonnie

Chief's Report – Chief Gieser

Membership Report – President Volunteer Membership Michael Hingiss

Old Business Including:

Public comment by raising your hand

Update additional station to south - Chief Gieser

Update on Station 1 sign - President Volunteer Membership Michael Hingiss

Grant application - Chief Gieser

Update Wild Horse RV Resort major subdivision – Chief Gieser

Update Awards Banquet - Michael Hingiss, President Volunteer Membership

Update mill levy – Trustee Roberts

New Business Including:

Public comment by raising your hand

Trustee Wunderlich: I plan to support people running for the board this time and I have contacted Deputy Lake County Attorney Wally Congdon to be sure there is no conflict.

Public Input on Non Agenda Items

Adjourn

**** ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO ATTEND AND PROVIDE HELPFUL COMMENTS. OTHER ITEMS NEED TO BE SUBMITTED TO THE BOARD 10 DAYS IN ADVANCE OF THE MEETING.**

561851

Feb 2018 Claims Approved 03/14/18 Rural Fire Board Meeting

MAILED 03/15/18

Num	Description	Memo	Category	Amount
6779	Big Sky Truck And Equipment	Water level sensor for E-318	211 Vehicle Repair & Maint Supplies	-20.00
6780	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone (Landline) - Fairgrounds Stn.	-63.13
6781	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout Feb,2018	316 Water Fill Spout - Fairgrounds Stn.	-61.34
6782 S	Davis & Brown CPAs PC	Inv#1902 2/14/18 run pyrl, rpts	345 Payroll Actg. Fire Chief Salary	-14.70
		Inv#1902 2/21/18 work comp audit	345 Payroll Actg. Fire Chief Salary	-31.50
		pull archive pyrl records, ran rpts	345 Payroll Actg. Fire Chief Salary	0
		Inv# 1902 2/28/18 electronic pyrl tax dep, run pyrl w/rpts	345 Payroll Actg. Fire Chief Salary	-23.10
6783	Galls, LLC	Acct#5289078 Inv#009377909 12-hash mark emblem	201 Operating Supplies	-9.60
6784 S	General Fire Apparatus	Inv#1973 2-south park 2" FNPT free swivel	956 Truck#310 2009 Freightliner	-240.00
		Inv#1973 shipping	956 Truck#310 2009 Freightliner	-21.00
6785 S	Gordon R Gieser	Stn. 1 kitchen & rest room paper products	201 Operating Supplies	-31.98
		Cap, filler	211 Vehicle Repair & Maint Supplies	-9.00
6786	Heiman Fire Equipment	Inv#0865875-1 4-survivor LED w/charger	201 Operating Supplies	-559.17
6787	Jette Services	Feb, 2018 weekly cleaning Fairgrounds Station	321 Cleaning Services Fairgrounds Stn.	-125.00
6788	Les Schwab Tire Center	Acct#91006423 E-316 6-tires&tubeless metal stems	211 Vehicle Repair & Maint Supplies	-1869.12
6789	Mahugh Fire & Safety, LLC	Inv#78843 Scott SCBA regulator repair	205 SCBA Equipment & Supplies	-25.00
6790 S	Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-134.04
		Location #2876820001;2876820002 {2-security lights}	302 Electricity - Big Arm Station	-13.07
		Location #2400744000	315 Electricity - Fairgrounds Station	-538.67
6791 S	Montana Ace Polson	Inv#199232219 Bungee cord & hooks ice rescue	332 Training	-14.26
		Inv#199235410 rope ice rescue	332 Training	-65.34
6792	Nittany Grantworks	US FY2017 AssistanceToFirefightersGrant 50/50 share w/City	205 SCBA Equipment & Supplies	-875.00
6793	Polson Auto Parts, Inc..	Acct #5824Inv#470494 6-support E-319	211 Vehicle Repair & Maint Supplies	-143.94
6794 S	Providence Health Service	Rose, Verner	505 Firefighters Physicals	-100.00
		Schoening, Brendon	505 Firefighters Physicals	-100.00
6795	Republic Services	Acct #3-0889-0014329 Inv #0889-002116213	319 Disposal Service - Fairgrounds Stn.	-58.37
6796 S	Stine Electronics, LLC	computer program cable	206 Radios & Pagers, Repair	-125.00
		shipping	206 Radios & Pagers, Repair	-8.00
6797	UPS Store	Inv#14435 Shipping	201 Operating Supplies	-15.71
6798 S	WEX Bank	Truck #301	210 Gas, Diesel, Oil	-163.23
		Truck #318	210 Gas, Diesel, Oil	-35.46
		Truck #300	210 Gas, Diesel, Oil	-149.14
		Truck #313	210 Gas, Diesel, Oil	-21.70
TOTAL				-5704.57